

**ICMR-National Institute of Malaria Research
Sector-8, Dwarka, New Delhi-110077**

Advt. No. Admn/NIMR/Rectt./UDC/850/2019

Dated: 23.08.2019

VACANCY NOTIFICATION

Applications in the prescribed format are invited up to **11.10.2019 up to 5.30 PM** for the following regular post at National Institute of Malaria Research (ICMR), Sector-8, Dwarka, New Delhi-110077.

UPPER DIVISION CLERK - Two Posts (UR)* - (Group-C)

***One post is likely to be vacant up to 31.07.2020. Candidate so selected will be considered for appointment accordingly.**

Pay Level - 04 in the Pay Matrix (Rs. 25,500/- + Rs. 81,100/-) + usual allowances as per 7thCPC.

Essential Qualifications:-

- i) Degree of a recognized University or equivalent
- ii) Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer.
(35 w.p.m and 30 w.p.m corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)

Age: - Not exceeding 27 years as on 11.10.2019.

Other Details:-

1. Method of Selection: -

A. The Selection Procedure will be of Two Stage exam/test comprising of:-

- (i) Written examination/test consisting of Objective Type Questions (100 questions) with duration of 100 Minutes (1 Hour and 40 Minutes) on the basic knowledge of:
 - a) General Knowledge (including current affairs) – 20 Marks
 - b) General English – 20 Marks
 - c) General Mathematics & Quantitative Aptitude – 20 Marks
 - d) Reasoning & Analytical Ability - 20 Marks and
 - e) Basic Computer Knowledge – 20 Marks.

AND

- (ii) Typing Skill Test of Qualifying nature. The Candidates will be selected on the basis of merit in the written examination subject to the condition of qualifying the Skill Test.
- B. **No Interview/personal discussion will be held.**
- C. The level of questions for the post of UDC will be based on the optimum essential qualification of the post i.e. Graduation. **There will be no negative marking in the written examination.**
- D. The qualifying marks for written test shall be 50% and 40% for UR/OBC and SC/ST/PH candidates respectively of the total marks prescribed. Only Shortlisted candidates (based on Merit in the written examination) shall be called for typing test.
- E. Date of Written test will be communicated to the shortlisted candidates through call letters as well as information will be uploaded on the websites of ICMR and NIMR only and no enquiry/request by any other mode in this regard will be entertained.
- F. **The Typing Skill Test shall be carried out on Computers and the Computer Typing Speed Certificate is not mandatory while applying for the post as shortlisted candidates will have to undergo and qualify the Typing Skill Test prescribed for the post, before they are considered for appointment.**
- G. No TA / DA will be admissible for attending written test/Skill Test.

2. Age relaxation:-

- A. The crucial date for determination of eligibility of age will be the last date of receipt of applications i.e. **11.10.2019**.
- B. No age relaxation will be given to SC/ST/OBC (Non Creamy Layer) candidates applying for the Unreserved posts as per Govt. of India order No.36011/1/98/Estt(Res.) dated 01.07.1998 as amended from time to time.
- C. Age is relaxable for PWD and Ex-Servicemen in accordance with the GOI/DoPT Rules as amended from time to time.
- D. Age is relaxable for Government Servants/Departmental Candidates serving in ICMR and its Institutes with a minimum of three years' regular service in accordance with the GoI/DoPT Rules as amended from time to time.
- E. Age relaxation to divorced women shall be given as per GoI/DoPT Rules as amended from time to time.

3. How to apply:-

- A. The candidates wish to apply for the posts of UDC should submit duly completed **Application Form** attached with this advertisement as **PART-I AND PART-II**. Candidates

have to fill all the columns in the Application form and should write “NA” in respect of the clauses which are not applicable or relevant to the candidate.

- B. In **PART-II**, candidates have to paste his/her passport size photograph in the space provided, fill his/her Name, Sex, Category, and Correspondence address. Examination Centre, Roll No. and Application No. shall be filled by the Office. **Candidates have to sign this Admit Card while appearing in the written test. Therefore, they don't have to sign the Admit Card (Part-II) while submitting the Application Form.**
- C. **There is no need to attach any document/testimonial with the Application Form except the Indian Postal Order/Demand Draft of the prescribed fee. The Candidates must satisfy themselves that they fulfill all the eligibility criteria i.e. age limit, essential qualification, category (SC/ST/OBC/EWS/PwD/ESM) etc. for the post they are applying as laid down in this advertisement. No screening of applications will be done to determine the eligibility of the candidates and, therefore, candidates will only be responsible for their eligibility in terms of the above criteria.** However, incomplete application forms i.e. not properly filled, not in the prescribed format, without photographs, without signature, without application fee, received after last date of receipt of applications i.e. 11.10.2019, applications received through fax and e-mail etc. **will be summarily rejected.** ICMR-NIMR will not be responsible for late receipt of applications due to postal delay/wrong delivery and no correspondence will be entertained in this regard.
- D. The duly completed Application Form including PART-I and PART-II should be sent in a sealed cover envelope super scribing “Application for the post of (Name of the post)” on the envelope to “The Director, National Institute of Malaria Research, Sector-8, Dwarka, New Delhi-110077 through Speed Post (**applications by hand will not be received**) latest by 11.10.2019 alongwith non-refundable application fee by **Indian Postal Order/Demand Draft of Rs. 300/- (Three Hundred only)** payable at New Delhi in favour of “Director, National Institute of Malaria Research, New Delhi”. **The SC /ST, Persons with Disabilities (PwD), Women candidates and Ex-Servicemen are exempted from payment of the application fee.** The application fee is payable by all other candidates including ICMR and its Institutes’ employees. **The fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection.**
- E. Application forms of employees working in Central/State Govt. departments/Public Sector Undertakings etc. must be forwarded through proper channel clearly stating that in the event of their selection, they will be relieved within one month. Advance copies of application will be considered subject to the receipt of a copy through proper channel.

4. Other Conditions:-

- A. **All the posts carry all India transfer liability. The selected candidates may be posted at any of the Field Units of the NIMR located in different parts of the Country.**

- B.** Any Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment process shall be treated as disqualification and the candidature of such candidates will be summarily rejected.
- C. Educational qualifications should be from a Recognized Board / Organization / Institute of repute.**
- D. The applicants applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfill all the eligibility criteria viz. age limit, essential qualifications, experience, reservation etc. as on the last date of receipt of applications i.e. 11.10.2019. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfill the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppresses any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the written test and no enquiry/request/correspondence will be entertained in this regard.**
- E. The Director NIMR & The Director General, ICMR, Delhi reserves the right to: -**
- a) fix criteria for screening the applications so as to limit the number of Candidates to be called for written test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the written test.
 - b) increase/decrease/delete the number of vacancy at any stage of selection process.**
 - c) fill up or not to fill up any/ all of the advertised positions without assigning any reasons thereof.
 - d) rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment Process by notifying it on the NIMR/ICMR website.
 - e) accept or reject any / all the applications.
- F.** Applicants, in their own interest are advised to remain in touch with the website of ICMR and NIMR i.e. www.icmr.nic.in and www.nimr.org.in respectively for any information related with the recruitment since beginning till the recruitment process is completed and ICMR/NIMR will not be responsible if any candidate skips any important recruitment information due to not visiting the websites.

Administrative Officer

WHETHER ADVANCE COPY: _____ YES _____ NO

Application No. _____/Roll No. _____ Date of Receipt _____

(For Office Use Only)

**ICMR-NATIONAL INSTITUTE OF MALARIA RESEARCH
Sector-8, Dwarka, Delhi-110077**

APPLICATION FORM FOR THE POST OF UDC

Advt. No. Admn/NIMR/Rectt./UDC/850/2019 Dated: 23.08.2019

Last Date of Receipt of Applications: 11.10.2019

Post applied for: -

(A). Name of the Post _____

Details of Application Fee:- (SC/ST/Women/PwD/ExSM are Exempted)

(A). DD/IPO No. _____

(B). Date _____ (C). Amount _____

(D). Name of the Issuing Bank/Post office _____

Space for
photograph duly
signed by the
candidate

NOTE: - 1. APPLICATION FORM SHOULD BE FILLED IN CAPITAL LETTERS ONLY IN CANDIDATE'S OWN HANDWRITING.

2. PLEASE GO THROUGH ADVERTISEMENT BEFORE FILLING THE APPLICATION FORM.

3. ALL FIELDS ARE MANDATORY. WRITE "NA" IF ANY CLAUSE IS NOT APPLICABLE OR NOT RELEVANT TO THE CANDIDATE.

4. PLEASE SIGN ON ALL THE PAGES OF THE APPLICATION FORM.

5. DO NOT ENCLOSE ANY DOCUMENT WITH THE APPLICATION FORM.

1	Applicant's Name in full (in Block Letters)	
2	Father's/Husband's Name	

3		Mother's Name	
4		Sex (Male/Female)	
5	a)	Date of Birth (Date/Month/Year) Both in figures & in words	
	b)	Present Age (As on last date of Application i.e. 11.10.2019)	_____ Years_____ Months_____ Days
6	a)	Category 1: - UR/SC/ST/OBC/EWS (Non-Creamy Layer)	
	b)	Category 2: - PwD/ExS	
7	a)	Postal Address (Present)	
	b)	Permanent Address	
	c)	Email Address	
	d)	Mobile No./Telephone No.	
	e)	Nationality	
8		Marital Status (Married/Unmarried/ Divorced), If Divorced, indicate whether legally separated.	

9. Educational/Technical/Professional Qualifications: (Enclose a separate sheet if space is not sufficient) – **Do not enclose copy of any document.**

Examination Passed	Roll No.	Year of Passing	Name of the Board/University	Class/ Percentage Obtained	Subjects Studied
Xth / (HSC)					
XIIth / Intermediate					
Diploma					
Degree					
Other Qualification					

10. (a) Do you possess Computer Skills (**Tick any one**): _____ YES _____ NO.

(b) If YES, Mention your Computer Skills _____

11. (a) Do you possess Typing Speed (Tick any one): _____ YES _____ NO

(b) If YES, Specify Speed in w.p.m in ENGLISH _____

and HINDI _____

12. Previous Service/experience Details: (Chronologically starting from the Present Employer).Enclose a separate sheet if space is not sufficient - **Do not enclose copy of any document.**

Name & Address of the Employer/ Organization	Period		Name of the Post with Status (Regular/Contractual)	Scale of Pay drawing (As per 6 th / 7 th CPC) and Basic Pay	Nature of Duties
	From	To			

12. References: - These should be person, resident of India and holder of responsible position and not to be related to the Applicant. (Name, Designation and contact address details including email and phone/mobile number).

1.
2.

15. Additional Information, If any:

DECLARATION:-

I affirm that information given in this application is true and correct to the best of my knowledge and belief and no related information has been concealed. I also fully understand that if at any stage it is found that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected and employment be terminated.

I have also satisfied myself that I am eligible for the post applied in all respects and fulfill all the eligibility criteria as mentioned in the Detailed Vacancy Notification. I understand that in case, at any stage of recruitment or thereafter, it is found that I do not fulfill the required qualification or is otherwise not eligible, my candidature may be cancelled without assigning any reason or notice thereof to me irrespective of my marks obtained in the written test.

(Signature of the applicant)

Date _____

Place _____

ENDORSEMENT BY THE PRESENT EMPLOYER/APPOINTING AUTHORITY
(FOR APPLYING THROUGH PROPER CHANNEL)

1. It is certified that Mr./Mrs./Miss/Dr. _____ Designation _____ has been working in the temporary/permanent capacity with effect from _____. The particulars furnished by him/her are correct and he/she possesses educational qualification and experience mentioned in the concerned Vacancy Circular. **This organization has no objection in his/her applying to the post as mentioned above.**

2. It is certified that his/her Entry Pay (EP) Level (Pay Band + Grade Pay) is _____. He/She is drawing a Basic Pay of Rs. _____. His/her next increment is due on _____.

3. It is certified that no disciplinary/vigilance case has ever been contemplated or pending against him/her. His/her integrity is beyond doubt.

4. It is certified that no minor/major penalty has been imposed on Mr./Mrs./Miss/Dr. _____ during his/her tenure at this office.

Place _____

Date _____

Signature: _____

Designation: _____

Seal of the Office: _____

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ADMIT CARD FOR THE POST OF UDC

Name of the Candidate: _____

Roll No. /Application No.
(To be filled in by the Office) : _____

Name of the Post Applied For: **UPPER DIVISION CLERK (UR)**

Sex: _____ Category: _____

Examination Centre:-
(To be filled in by the Office)

Correspondence Address of the Candidate:-

(To be filled in by the Candidate in CAPITAL LETTERS only)
DO NOT WRITE OUTSIDE THE BOX

Signature of the Candidate.....

(To be signed before the invigilator in the Examination hall)

Name of the Invigilator

Signature of the Invigilator.....

Note: - The following items would not be allowed in the examination hall: - Smart Watch, Mobile, Ear Plug, Instrument Boxes, Electronic Cameras/ Pen Drive or any other such Electronic item etc.
You must bring this letter/admit card along with an original valid photo identity proof with you at the time of written exam after affixing your passport size photograph at the space given in the Admit Card failing which you will not be allowed to appear in the written examination.

Space for photograph duly signed by the candidate (please cross sign

Admn. Officer
For Director